



Revised Salary- July 1, 2011

Opening Date:	March 31, 2011	Closing Date:	Open until filled
Job Title:	Executive Director	Position Type:	AT WILL
PIN:	050674	FLSA Status:	Exempt
Location:	Judicial Information Systems Annapolis, Maryland	Grade/Entry Salary:	T19 \$88,119 - \$105,680 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: This position is the senior executive for information technology within the Administrative Office of the Courts and reports directly to the State Court Administrator. This position is responsible for providing leadership and vision to the Judiciary's IT enterprise. Position ensures sound departmental resource management, communication, teamwork and transparency. Responsible for identifying changes and trends in technology. Position develops short and long term IT plans. Position will adopt and implement nationally-accepted IT standards in the Judiciary's IT enterprise. Responsible for developing innovative and state-of-the-art solutions to IT problems including the implementation of a new judiciary-wide case management system. Position oversees the IT infrastructure, network, architecture, security, interoperability, integration, systems performance, operations and staff. Position oversees the project management of all IT projects. Position prepares, defends and administers the IT budget. Position serves as principal representative to the Judiciary's Technology Oversight Board and liaison to external IT committees.

Education: Bachelor's Degree from an accredited college or university.

Experience: Ten years of progressively responsible professional experience in information technology, which includes five years of experience at the senior management level.

Preferred: Advanced degree in Information Technology or Computer Science. Experience performing IT duties in a court or government agency.

Skills/Abilities: Extensive knowledge of the principles and practices of information system planning, organization, project management, standards and operations. Extensive skills and abilities in aligning IT projects with enterprise objectives. Extensive knowledge of the IT industry, trends, costs and benefits of various technologies and effective architecture. Proven skills and abilities to communicate effectively with all levels of IT staff, as well as system clients and users both internal and external to the Judiciary. Proven skills and abilities to establish and maintain productive working relationships with internal and external customers. Proven ability to complete IT projects on time and within budget. Proven skills and abilities to manage large IT contracts with established policies and procedures. Extensive skills in team-building and the proven ability to obtain positive results through others. Proven change management skills and abilities. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.